

REGISTER OF WILLS

DATE OPENED February 19, 2019

FILING DEADLINE April 5, 2019

SALARY \$33,012.00

EMPLOYMENT TYPE Full-Time

WORK LOCATION Cecil County

INTRODUCTION ALLYN NICKLE, REGISTER OF WILLS FOR CECIL COUNTY

OPEN TO ALL QUALIFIED CANDIDATES

This is a position specific recruitment. The resulting certified eligible list will be used to staff this position/function only. Interested persons may need to reapply for future recruitments within this classification. This essential employee position is a political special appointment and thus serves at the pleasure of the appointing authority.

GRADE 11

LOCATION OF POSITION

Register of Wills for Cecil County
Circuit Court House
129 East Main Street
Elkton, Maryland 21921

POSITION DUTIES

A Deputy Register of Wills is a progressive level of advanced procedural and administrative work that supports the operations of the office and is subject to statutory requirements.

Employee in this classification must exercise independent judgment in a variety of circumstances such as interpretation and application of laws rules legal authority, policies and procedures regarding the protection of estate assets proper distribution of decedent's property and the calculation and collection of inheritance tax. Public contact often involves working with distraught individually. Responsibilities include rendering assistance to the public and legal community without giving legal advice.

Employees in this classification work under the direction of an Administrator, PC Administrator, Auditor, Senior Deputy, Assistant Chief Deputy, Chief Deputy and the Register of Wills.

EXAMPLES OF WORK INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

Interviews persons interested in a decedent's estate;

Reviews forms for accuracy;

Processes Small Estates, Limited Orders, Modified Administration and Will of No Estate files.

Prepares and completes forms for the public/attorneys;

Probates wills under administrative probate;

Communicates relevant information to the Orphans' Court ;

Communicates statutory requirements/procedures to the public;

Prepares business correspondence;

Assists Personal Representatives/attorneys by providing information to prepare accounts;

Receives and indexes wills of living persons for safekeeping;

Establishes initial docket for new proceedings;

Dockets, images, and files all papers filed with the Audit Department;

Prepares working files for Audit Department staff to review;

Enters newly filed papers into Microsoft Access database for office-wide use;

Receipts checks and processes credit card payments to the Audit Department;

Processes refunds issued by the Register of Wills;

Verifies Maryland Estate Tax Returns received from the Comptroller;

Submits documentation to the Comptroller regarding estates valued over estate tax exemption;

Reviews all required forms and documents filed to verify proceeding is complete and accurate prior to close estate and processes Paper Reduction Initiative files.

Image and verify historic files;

Perform other related duties as assigned by the Register, Administrator, Chief Deputy, Assistant Chief Deputy or Supervisor

*The position of Deputy Register of Wills is a political special appointment and thus serves at the pleasure of the appointing authority.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Associates degree or paralegal certificate, from an accredited college or university is preferred but not required.

Experience: One year of experience in administrative or professional work in a legal, courthouse, or government office setting.

DESIRED OR PREFERRED QUALIFICATIONS

- Commitment to serve with the highest level of professionalism
- Commitment to exceptional public service;
- Commitment to strong work ethic;
- Extraordinary attention to detail and precision in docketing filings and maintaining estate files

- Knowledge of (or willingness to learn) laws governing estates of deceased persons and guardianships of minors;
- Knowledge of (or willingness to learn) inheritance tax laws, court decisions and Opinions of the Attorney General;
- Knowledge of (or willingness to learn) office procedures, rules and regulations;
- Knowledge of (or willingness to learn) courthouse procedures, policies and legal factors pertaining to the assignments;
- Knowledge of (or willingness to learn) Orphans' Court procedures and jurisdiction;
- Knowledge of (or willingness to learn) the organization, operation, functions and scope of the authority of the area assigned;
- Knowledge of (or willingness to learn) probate and other legal terminology to identify and process forms/documents;
- Knowledge of business English and basic arithmetic;
- Skill to operate office equipment and perform basic office procedures;
- Skill in updating and maintaining files, logs and other records;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively and professionally with the public, judges, attorneys, other government officials, co-workers, the Register of Wills and others;
- Ability to take initiative and demonstrate strong problem-solving and decision-making skills;
- Ability to work efficiently with considerable time constraints;
- Ability to work with and be sensitive to persons who are distressed;
- Proficient proofreading skills;
- Proficient preparing business correspondence;
- Proficient in basic arithmetic;
- Proficient computer skills, including Microsoft Word, Excel, and Outlook.

EXAMINATION PROCESS ONLY APPLICANTS WHO MEET THE MINIMUM QUALIFICATIONS FOR THIS RECRUITMENT WILL BE CONSIDERED FOR THIS OPPORTUNITY. It is essential that you submit complete and accurate information on your application in order to determine if you meet the qualifications as specified above. All information concerning your qualifications must be received by the closing date. Qualifying applicants are subject to an oral interview and background check.

BENEFITS STATE OF MARYLAND BENEFITS

FURTHER INSTRUCTIONS Submit a cover letter, resume, and references to the appointing authority at the address below: Register of Wills for Cecil County ATTN: Allyn Nickle, P O Box 468, Elkton, MD 21922. You may also submit your cover letter, resume and references via e-mail. Submit these materials in .PDF format to anickle@registers.maryland.gov.